



Return to Work Coordinator

Hays • Perth WA



Base pay

\$50,000 - \$60,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

08 Apr 2022



Expiring date

08 Apr 2023



Category

HR & Recruitment



Occupation

Workplace Health & Safety



Base pay

\$50,000 - \$60,000



Work type

Permanent



Job mode

Standard/Business Hours

Full job description

We have an exciting opportunity for highly motivated person with an interest in injury management to join Hays. You will be part of a team culture that is committed to ensuring a safe working environment by promoting H&S initiatives.

Your new role

Working closely with the Health and Safety Manager you will coordinate workers compensation claims, you will also be involved in implementing strategies and processes for the successful management of claims, as well as Return to Work Programmes.

Duties includes:

- Ensure that work related injuries are reported to the insurer within 48 hours after being informed of an injury
- Maintain accurate records and file notes of discussions with treatment providers, the insurer and the worker are kept
- Ensure compliance to the Procedure for Injury Management and Return to Work

What you'll need to succeed

This role is pivotal in the development of key relationships and so you must be truly passionate about people, as well as being able to demonstrate excellent written and verbal communication skills. You will have strong administration skills including time management and may have worked in a similar role previously, although this is not a requirement.

Demonstrate behaviour which supports the Hays values:

- - Passionate about people
 - Ambitious

- Expert
- Insightful
- Innovative
- Do the right thing

What you'll get in return

You will have the opportunity to learn and progress your career with significant scope for development. You will receive a competitive salary. We also offer a range of employee rewards and benefits.

What you need to do now

To apply please submit your resume via the 'apply now' link below, or to find out more contact Renee Heatley on 08 9254 4571 or renee.heatley@hays.com.au

At Hays, we value equity, diversity and inclusion and are committed to creating a work environment where all people regardless of background feel a sense of belonging. By joining Hays you'll be part of an inclusive culture that celebrates diversity, recognising every individual for their unique differences. We invite people from all backgrounds to apply.

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